



**MINUTES**  
**GOVERNANCE COMMITTEE**  
**Thursday, February 27, 2025 – 10:00 AM**  
**Warneck Pump Station**  
**James W. Wright Conference Room**  
**23557 NYS Rt 37, Watertown, New York**

The Development Authority of the North Country Governance Committee met in regular session in person and via Zoom Videoconference at the Warneck Pump Station, 23557 NYS Rt 37, Watertown, New York on Thursday, February 27, 2025 at 10:00 AM.

**Members Present**

Margaret Murray, Chairperson  
Alex MacKinnon  
Dennis Mastascusa  
Thomas Hefferon  
Stephen Hunt

**Members Absent**

Mary Doheny

\*Attended via videoconferencing.

**Staff Present:**

Carl Farone, Executive Director  
Jennifer Staples, Chief Financial Officer  
Carrie Tuttle, Chief Operating Officer  
Stephen Bohmer, Director of Information Technology  
Angela Marra, Executive Assistant  
Tonya Cumoletti, Administrative Associate

**Guests:**

1. Chairperson Murray called the meeting to order at 10:01 AM.
2. Chairperson Murray requested a roll call.
  - A quorum of committee members was established.

C. Farone stated that these are standard resolutions that we are required to bring before the Board for annual approval. These are required policies that have to be,

reviewed and approved by the Governance Committee and then brought before the full Board for review and approval.

3. Resolution No. 2025-02-01, approving the Disposition of Real Property Policy as attached to the resolution.

Upon a motion by T. Hefferon and seconded by D. Mastascusa, Resolution No. 2025-02-01, Approving Disposition of Real Property, was unanimously approved by the Governance Committee.

C. Farone stated that when these resolutions are presented before the full Board, he will recommend that the resolved language within these resolutions be modified to read "Now upon the recommendation of the Governance Committee, therefore be it approved".

4. Resolution No. 2025-02-02, approving the Investment Policy, as attached to the resolution.

C. Farone stated that the suggested changes within this resolution are highlighted in red to be easily identified. He continued by explaining that the suggested change provides additional opportunity for the Authority to save costs.

Upon a motion by T. Hefferon and seconded by A. MacKinnon, Resolution No. 2025-02-02, Approving Investment Policy, was unanimously approved by the Governance Committee.

5. Resolution No. 2025-02-03, approving the Procurement Policy as attached to the resolution.

C. Farone commented that the main recommended change is due to a new state regulation that now requires us to obtain additional information from our contractors.

Upon a motion by A. MacKinnon and seconded by D. Mastascusa, Resolution No. 2025-02-03, Approving Procurement Policy, was unanimously approved by the Governance Committee.

6. Resolution No. 2025-02-04, authorizing the Executive Director to approve compensation adjustments, effective for the Fiscal Year 2026, commencing April 1, 2025 within budgetary authorizations and consistent with Authority personnel policies authorized by the Board.

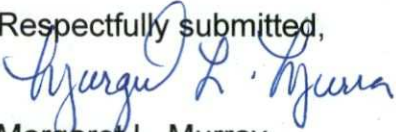
C. Farone explained that the annual adjustment pool would be established as a percentage of anticipated base salaries. Included within our budget is a 4.5% wage pool. This has been reviewed by the Finance & Budget Committee and is being presented to the Governance Committee for review and approval before being brought before the full Board.

Upon a motion by A. MacKinnon and seconded by D. Mastascusa, Resolution No. 2025-02-04, Authorizing Executive Director to Implement Compensation Plan, was unanimously approved by the Governance Committee.

7. Adjourn -

a. Upon a motion by T. Hefferon and seconded by A. MacKinnon, the meeting was adjourned at 10:08 AM.

Respectfully submitted,



Margaret L. Murray  
Committee Chair